

**STATE OF MONTANA JOB VACANCY**  
**AN EQUAL OPPORTUNITY EMPLOYER**  
DEPARTMENT OF REVENUE  
"External Recruitment"

**Position Title:** Human Resource Specialist  
**Position Number:** 58101002  
**Division:** Office of Human Resources  
**Band/Salary:** 6 / \$27,949 - \$37,092/yr DOQ  
**Type of Employment:** Full-time Permanent  
**Location:** Helena  
**Union:** No  
**Supplement:** No  
**Closing Date:** October 3, 2007

The Department of Revenue is looking for an energetic and enthusiastic human resource professional that can perform a variety of human resource duties and applications. To be considered for this position, you must be self-motivated, work independently, possess a strong work ethic and have a desire to be part of a dynamic team.

This position is project driven initially and requires someone with strong performance appraisal experience. We need someone who can take the lead working with and training department management and employees with the implementation of a new electronic performance appraisal process. This position is responsible for policy writing, interpretation and their application. This is a generalist position and must be able to provide support and advice to management in all HR functions. Experience with recruitment and selection strategies with insight into discovering new recruitment marketing techniques required. Requires a strong aptitude in creative thinking and recommending innovative solutions to current human resource issues. Experience with state policy and procedures for state employees is preferred.

Specific competencies of this position are practical application of personnel management; knowledge of human resource laws, policies and procedures, specifically: ADA, EEO, FLSA, FMLA, discipline procedures, human rights laws; comprehensive knowledge of recruitment and selection theory and application and the state classification methodology. The ideal applicant has experience in competency-based systems, behavioral interviewing techniques and performance appraisal processes. Interpret, implement and apply employment law, organizational and employee development, succession planning, compensation, staffing and employee relations. Must possess strong analytical, oral and written communication skills and experience working successfully in a fast-paced environment with rapidly fluctuating priorities.

The competencies required of this position are generally acquired through a combination of education and experience. The successful applicant must have specific work experience working directly in a human resource capacity. Post secondary education in Human Resources or Personnel Management desired and/or PHR certification or related field preferred.

**Application Deadline:** All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources  
Department of Revenue  
PO Box 1712  
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at [www.mt.gov/revenue](http://www.mt.gov/revenue). Phone: (406) 444-9858 Fax: (406) 444-6998.

**Accommodations:** The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

**Application materials required for this position are:**

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at [www.mt.gov/revenue](http://www.mt.gov/revenue).
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

**Additional Application and Selection Process:** Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current.

**New Employee Probation Status:** For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

**Immigration Reform Control Act.** In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

**Montana Compliance with Military Selective Service Act.** In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.